

 **City of Pendleton**

 **Job Description**

 **Legal Assistant**

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| --- | --- |
| **Department**: Admin/Legal  | **FLSA**: Non-exempt |
| **Reports to**: City Attorney  | **Representation**: Unrepresented |
| **Pay Range**: Supervisory/Confidential Salary Plan, Range 1  | **Date**: March, 2018 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Position provides confidential administrative and legal support to attorneys and other members of the Administration department. Duties include the preparation of correspondence and legal documents, arranging meetings and court appointments, assisting in civil and criminal trial preparation, file management, administrative support, and other related work as required.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.*

**Legal Support**

1. Composes original correspondence in accordance with standard procedures and legal requirements.
2. Assists attorneys in the collection and distribution of discovery documents. Receives and manages files, evidence and correspondence. Receives and manages all incoming mail and filings. Prepares documents for distribution and keeps a record of all documents supplied to outside attorneys.
3. Maintains trial calendars for pending prosecution. Enters and tracks court dates, deadlines, and other meetings on calendars. Provides assistance in trial preparation such as preparing exhibits for hearings, communicating with law enforcement agencies, courts and attorneys for coordination of trial preparation.
4. Subpoenas witnesses for hearings and trials after receiving notification. Provides notification and maintains contact with all witnesses.
5. Sets up and maintains confidential case files, follow up, and other essential legal records and files to assure that all pleadings are filed on a timely basis as prescribed by court rules, and that all court orders are complied with and that all letters are answered. Prepares files for trial based on upcoming court calendar and type of case. Receives various legal documents by mail which require tracking, filing and/or forwarding to the appropriate person. Documents could include legal motions, orders, pleadings, etc.
6. Assists clients, attorneys and the general public in person and over the phone with questions, requests and problems related to gathering or providing information and scheduling meetings.
7. Inform victims and witnesses of their rights, case status and progress.
8. Performs duties for victims within the criminal justice system. Victim statement is provided to the victim and court. Assist victims in seeking Crime Victim’s Compensation benefits.

**Administrative Support**

1. Takes and transcribes minutes for City Council meetings and other Boards Committees and Commissions. In the absence of the Administrative Assistant, prepares, copies and distributes agenda packets.
2. Completes special assignments such as Ordinance Compilation, law library organization, archiving records or assisting with other administrative department functions or responsibilities.
3. Provides telephone and reception service. Greets the public and answers routine public inquiries on various City operations and directs customers to the appropriate resources.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Analyzes office forms, supplies, and procedures and recommends or implements changes as required.

2. Attends meetings and various training seminars and conferences as required.

3. Participate on committees as requested or assigned.

4. Receives mail and notifications and distributes to appropriate recipients.

5. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

Not in a series.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required.
2. Associates Degreein paralegal, criminal justice, secretarial science or related field is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 2 years

[x]  3 – 4 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Three years paralegal or progressive secretarial experience, preferably in legal or other highly responsible secretarial position; experience in criminal law and municipal procedures desirable.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

1. Knowledge of criminal law applicable to practice as a paralegal, including legal processes, terminology and formats for legal documents, procedures used in preparing a case for court, arranging and scheduling court appearances and issuing subpoenas.
2. Knowledge of methods, practices, procedures and requirements for drafting a wide variety of documents including correspondence, ordinances, resolutions, orders, pleadings and other legal forms.
3. Knowledge of the rights of victims under Oregon law, and ability to assist victims with documentation and procedures to obtain benefits.
4. Knowledge of methods and techniques of legal research and investigation.
5. Knowledge of standard office practices, grammar, spelling, composition, arithmetic and bookkeeping methods.
6. Knowledge of City policies, procedures, regulations, and codes related to the legal and administrative functions.
7. Knowledge of safety standards, practices and procedures applicable to area of assignment.
8. Knowledge of contemporary office practices and procedures and ability to operate standard office equipment to perform duties.
9. Knowledge of basic software products, including Word, and ability to learn custom software such as OECI and ORS and skill in typing/word processing, and transcribing information.
10. Ability to use initiative and judgment in carrying out tasks and responsibilities with only general instructions and guidance.
11. Ability to use tact and discretion to skillfully communicate with the defendants, witnesses, victims, attorneys, law enforcement and court personnel, the general public and other City employees, sometimes in sensitive situations.
12. Ability to work independently, set priorities and organize work to accomplish complex tasks efficiently and within deadlines.
13. Ability to establish and maintain effective working relationships with staff and clientele and work well as a team member.
14. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers and supervisor, attend meetings, training, etc.
15. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
16. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position reports to the City Attorney. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

[x]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[x]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: May, 2011

Adopted: March, 2018

Revised: August, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.